

## Getting Started Guide

Welcome to Accellion – the world's simplest large file transfer solution. Using Accellion you can send large files securely to recipients both inside and outside your organization. Sending a file using Accellion is just like sending an email, only simpler.

### Sending a File

To send a file you will need to log-in to the Accellion solution.

Once logged-in you should select the Send File menu tab which provides you with an interface to compose an email and attach a file. Once you have composed your email and attached a file, hit the Send button. Your file will first be uploaded to the Accellion Appliance and then your email sent along with a secure link to the file.

You will be sent a notification email when your file is downloaded.

### How big a file can I send?

With Accellion file transfer you can send individual files up to 2GB in size. If you want to send files or file folders up to 20GB in size you should contact your IT administrator.

### Receiving a File

The recipient of an Accellion file transfer will receive an email containing a secure link. The recipient can click on the secure link to download the file. If the recipient is a first time user of the Accellion solution, they will first be asked to authenticate themselves. This is a quick automated procedure that includes verifying ownership of their email address.

### Returning a File – Client, Partner

Clients and partners can also use Accellion to send files back to you. In order for a Client or partner to make use of Accellion file transfer they must either first register as a New User by clicking on the New User button. Alternately, if they have received a file from you, they will automatically create a login and password as part of the authentication process which can be used to send files back to you.

### Useful Tools

In addition to basic send and receive functions, the File Manager menu tab provides a File Cabinet, Inbox and Send History for keeping track of the files you have sent and received.

### That's all there is to it!